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IN 296376

TOR:021032Z JUL 74

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CITE

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TO: DIRECTOR,

ADMIN

REFS:

A.

25X1A6A

B. DIRECTOR 562412

ILLEGIB

25X1A2E

1. DURING COS APRIL/MAY TDY AT HQS SUBJECT OF

SECRETARIAL/ADMIN SUPPORT SLOT WAS DISCUSSED WITH

AND ALL AGREED THAT FINANCE OFFICER

SLOT NO. 0579 CURRENTLY HELD BY

BE PHASED OUT APPROX MID-75. MOST OF ADMIN/FINANCE

TASKS CURRENTLY PERFORMED BY

BY REPLACEMENT FOR (NOW IN

SLOT NO. 0583) WHOSE SLOT COULD THEN BE CONVERTED TO

ADMIN ASSISTANT WITH APPROPRIATE UPGRADING TO GS-9.

THUS STATION COULD REDUCE OVERALL STRENGTH BY CONVERTING

TWO SLOTS (NO. 0579 - GS-12 AND NO. 0583 - GS-7) TO ONE

UPGRADED NEW GS-9 SLOT. STATION ACCEPTANCE OF ABOVE

CONTINGENT ON FINDING SUITABLE REPLACEMENT.

2. STATION IN REF A PROPOSED POSSIBLE PERSON TO FILL THIS NEW

SECRET

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SLOT BUT THE PERSON SUGGESTED WAS DIVERTED BY HQS [] INSTEAD

25X1A6A

[] TO ASSIST HQS IN SEARCH FOR NEW CANDIDATE, WISH NOW SET

25X1A6A

FORTH CRITERIA WHICH STATION HOPES HQS WILL APPLY IN CONDUCTING

SEARCH. IF IT NOT POSSIBLE MEET FOLLOWING CRITERIA, BELIEVE WE MUST

RECONSIDER ENTIRE CONCEPT OF REDUCTION OF SLOTS SINCE EXPERIENCE

HAS CLEARLY SHOWN IT NOT POSSIBLE FOR [] OFFICER MAINTAIN

25X1A2G

PRESENT LEVEL [] ACTIVITY AND AT SAME TIME TAKE ON ANY

25X1A2G

SIGNIFICANT INCREASE IN STATION ADMIN/FINANCE DUTIES.

CRITERIA IN ADDITION TO NORMAL SECRETARIAL DUTIES FOLLOW: ?

A. HANDLE FULL RANGE ADMIN/FINANCE DUTIES INCLUDING
TRAVEL, HOUSING, DISBURSEMENTS, ACCOUNTING, HEALTH
INSURANCE, ETC.;

B. ACT AS STATION OPS SUPPORT/LOGISTICS OFFICER
INCLUDING HANDLING AND SHIPPING HEAVY SUPPLIES;

C. POUCH CLERK;

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3. FROM ABOVE CRITERIA, IT CLEAR THAT A MALE CLERK
WOULD BE MOST SUITABLE. STATION HAS KNOWLEDGE OF TWO
SUCH INDIVIDUALS WHO, IF AVAILABLE, MIGHT FIT ABOVE
CRITERIA. THEY ARE: MR. [REDACTED] CURRENTLY
STATIONED [REDACTED] AND M [REDACTED] CURRENTLY
STATIONED [REDACTED]

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25X1A6A

25X1A9A

25X1A6A

4. REQUEST HQS CONSIDER ABOVE AND ADVISE. E2 IMPDET

Per [REDACTED]

25X1A9A

25X1A6A

LUR is not going to allow [REDACTED] to have male admin
posts. They are reporting that secretary going out
to [REDACTED] to replace [REDACTED] will know the other
unit.

25X1A6A

25X1A2E

SECRET